

State of Wisconsin

Department of Administration

Administrative Sabbatical Election Process

Job Aid

Version 3.1

Version History

Version	Date	Editor	Description
1.0	12/14/18	Stacie Happel	Initial Release
2.0	10/26/20	Brenda Williams	2020 Annual Update
2.1	10/30/20	Brenda Williams	2020 Annual Update – Additional Sections Added
3.0	10/15/21	Brenda Williams	2021 Annual Update – Removal of instructions for entry on the Absence Event screen.
3.1	11/15/21	Brenda Williams	2021 Annual Update - EEs can cancel own requests. Sabbatical eligibility table now referred to as Sabbatical Eligibility amount. Additional clarification to Requesting Change to Sabbatical Eligibility Amounts.

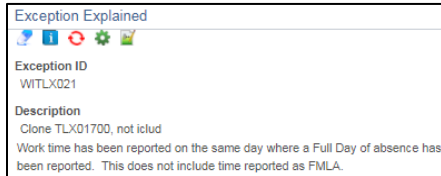
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Role: Agency Payroll and Benefits Specialist

NOTES:

- What is Sabbatical Leave? Annual leave which was deferred during the year earned to be used in a subsequent year to extend the annual leave, unless used for termination leave. (s. ER 18.01(7), Wis. Adm. Code.)
- The Sabbatical Eligibility amounts in HCM/STAR lists employees who are eligible to convert unused annual leave (vacation) hours to sabbatical and/or cash-out options. The amounts have been finalized as of pay period 2021B21 (October B), 10/9/2021.
- The WI SABBSICK BAL field on the Results by Calendar Group screen in HCM/STAR tracks the employee's eligible sabbatical sick leave balance. This field gets updated once per year, after the October B pay period processes. An employee who first meets a new sabbatical option level midyear but drops below the required sick leave balance for that option level when October B pay period processes, WILL NOT be eligible for the higher level.
 - Once an employee has become eligible for the sabbatical 520-hour sick leave option, their balance shown as WI SABBSICK BAL field on the Results by Calendar Group screen will not be reduced even if their sick leave balance drops below the sick leave hour requirement for that level. The employee will be permanently eligible for the 520-hour sick leave option, if they remain in a position that is eligible for this provision.
- It is recommended that all Sabbatical elections are entered by the employee through Employee Self Service (ESS).
 - The system will not allow the employee to make an election in ESS for more than the current annual leave (vacation) balance. If the annual leave balance drops below the election amount the Sabbatical event will process at the lower annual leave balance. The Cash pay will take priority over the Sabbatical.
 - If an election needs to be changed, the employee can cancel the original election made Sabbatical Election (WI_SABBTCL_ELECT) in ESS using the Cancel Absences tile and the employee can enter a new election themselves if ESS is still active.

- There is no approval needed for the Sabbatical Elections. The sabbatical and/or cash-out option elections will process in the last pay period of the calendar year and be included on the employee's final calendar year check.
- If elections must be entered or changed after the ESS enrollment period has closed, the agency payroll must make the entries through the Create and Maintain screen in HCM/STAR. (See instructions below.)
- If employees need to use unanticipated leave from 12/19/21 to 12/31/21, they should enter sabbatical for the leave time. Agencies Payroll should not key manual absence adjustments to swap balances. Sabbatical balance will be increased the night of 12/21/2021.
- Low Exception:
Employees that have a work schedule on Saturdays will have a low exception on their timesheet if their sabbatical election exceeds their schedule. You may simply ignore this exception.



Clarifications:

- Refer to Wisconsin Human Resources Handbook [Chapter 704 Annual Leave Options](#).
- In 2021 we have implemented the following changes based on further DPM clarification of current language:
 - Cash-out payment option under the 200 hour and 216 hour annual leave accrual rates:
 - Cash-out will no longer be prorated for part-time employees or those in pay status less than 2080 hours (LWOP).
 - Eligible amount is up to 40 hours, not to exceed either the leave option hours generated at the 200 hour or 216 hour annual leave accrual rates for the calendar year; or the unused annual leave balance.
 - 520-hour sick leave option:
 - There is no proration of the 40 hours leave option for full-time employees who reach the 520- hour option for the first time or for full-time employees who reaches the 160 hour annual accrual rate for the first time if the employee is also eligible due to current or past sick leave accumulation of 520 hours.
 - There will be proration of the 40 hours leave option for part-time employees or those in pay status less than 2080 hours (LWOP).
 - Eligible sabbatical leave option hours and cash-out hours are to be calculated as whole hours by dropping fractions of an hour. (Round down.)
- In 2022 we plan to configure for changes due to increased/decreased eligibility based on actual hours worked (versus FTE).
- An employee is hired mid-year with previous service that would give them sabbatical eligibility.
 - DPM has determined, there is no proration of the sabbatical leave option in this situation. Sabbatical eligibility is based on having reached an annual leave earnings rate, with proration for these three situations only:
 - Works part-time,
 - has been on LWOP, and
 - the employee reached a new annual leave accrual rate during the year. (Anniversary year or FLSA change)
 - Even though the entitlement amount of annual leave earned is prorated for the time since hire, the opportunity to put leave in sabbatical is an annual opportunity, there is no basis to prorate the eligible amount for a full-time employee hired within the year.
- An unclassified employee that becomes classified for the first time must serve an original 6-month classified position and may not use annual leave during that time.
 - DPM has determined, the employee may put annual leave into the sabbatical account, because banking the annual leave in sabbatical is not "taking" the annual leave under ER 18.02(3). The term/sabbatical options under ER 18.03(5) do not mention any contingency regarding probation. However, the annual leave converted to sabbatical leave CANNOT be taken as paid time off until after the first 6-months of the original probation are complete.
 - The cash-out option is not allowed since that does use the annual leave rather than transferring it into a different account. Also, there is the concern of potential termination during the 6-months, and that under ER 18.02(3) terminating employees "have not acquired eligibility to . . . receive any payment for the annual leave credits earned during his 6-month period."

SEC. 704.060 SABBATICAL PRORATION SUMMARY

The number of hours available for use shall be prorated at the pertinent annual leave accrual rate or rates for employees who work less than 2080 hours during the calendar year. These prorations are required when:

1. Employee works part-time,
2. Has been on an unpaid leave of absence during the calendar year, and
3. For all eligible full-time employees when a new annual leave accrual rate is reached during a calendar year.
4. There is no proration necessary for full-time employees if eligibility is based on the accumulation of 520 hours of sick leave by the October B payroll. Also, no proration is necessary in the calendar year a full-time employee reaches the 160-hour rate if the employee is also eligible due to sick leave accumulation.
5. Employees who begin a calendar year at a level not allowing a cash-out option but reach a cash-out option during the calendar year may convert to cash only those sabbatical hours generated for use after reaching the cash-out level.

REQUESTING CHANGE TO SABBATICAL ELIGIBILITY AMOUNTS

The sabbatical eligibility amounts in HCM/STAR is used to forecast an election. There are situations that require the amounts to be updated. This may require the agency payroll to manually calculate annual leave prorations for the following situations:

1. Employees in multiple part-time appointments have leave eligibility in each Empl Record. As a result, their Sabbatical eligibility is based on the eligibility of each Empl Record. Determine if each Empl Record eligible is accurate and if not, manually calculate the correct eligibility.
2. Employees who have had a FLSA and/or FTE change in the current calendar year should have their Sabbatical eligibility prorated based on the change.
3. Employees who have been on or are currently on an LWOP in the current calendar year should have their Sabbatical eligibility prorated based on their hours worked through the October B pay period along with their projected work hours through the end of the year.
 - a. If the exempt employee is reaching the 5 years anniversary during the calendar year and does not qualify via the 520-hour sabbatical option, only count the LWOP that occurred after the anniversary date.
 - b. If the non-exempt employee is reaching the 10 year anniversary during the calendar year and does not qualify via the 520-hour sabbatical option, only count the LWOP that occurred after the anniversary date.
4. An employee has 2 positions. One that is on a LOA to project or unclassified position and the other is the project or unclassified position. Submit request to zero out the eligibility on the LOA position. The eligibility should be on the active project appointment.
5. An employee has a break in service and is hired after Oct B but had sufficient prior continuous service or sick leave balance to be eligible for the Sabbatical Eligibility.
6. Employees who swap leave to make their annual leave (vacation) bucket greater. Leave swaps must be entered by 12/03/21.

These instructions and the Sabbatical Eligibility Change Request worksheet was provided with the Procedures for Processing Sabbatical and Cash-out Payment Options memo sent to the DOA DL Payroll Statewide Agency Distribution list in mid-October. The worksheet includes the calculations and examples for requesting changes to the sabbatical eligibility amounts. Please submit to: doacentralpayroll@wisconsin.gov, as soon as possible, but no later than 12/03/21.

Note: Agencies that do not use the Absence module in HCM/STAR, do not need to send the change request worksheet to DOA CP.

ENROLLMENT PERIOD THROUGH EMPLOYEE SELF SERVICE

All employees should enter their sabbatical options directly into HCM/STAR through Employee Self Service (ESS). DOA will provide a Sabbatical announcement through the Announcement tile in ESS. The announcement will have a link to the ESS Sabbatical / Cash Pay Elections Job Aid. An agency may elect to send additional notices to their eligible employees. For 2021 the enrollment period will be 11/17/2021 to 12/08/2021.

Only elections entered through ESS will create a Sabbatical Confirmation Statement. When an employee makes their election a confirmation statement is immediately generated and available for the employee to see within HCM ESS. A separate email is not generated to the employee.

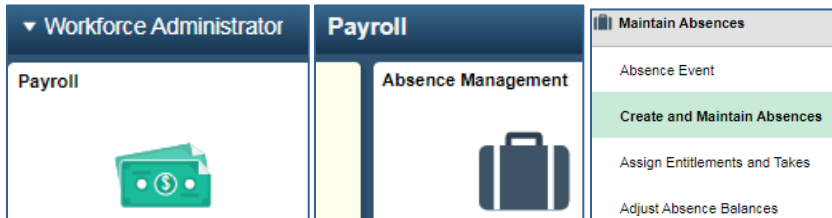
Agency payroll staff can view these statements as well:



Note: Wisconsin Court System does not use the ESS process for Sabbatical Election.

ENTERING SABBATICAL ELECTIONS AFTER THE ESS PERIOD HAS CLOSED

Use the Create and Maintain Absences screen:



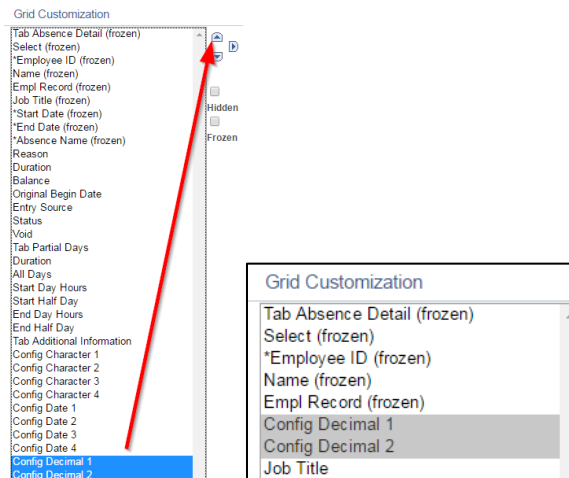
Navigation: **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences**

Step 1 -> Click on “Personalize”.

(If you have not removed this personalization from last year, this should still exist for you, and you can skip to Step 4.)

Absence Requests												Personalize	Find	View All			First	1 of 1	Last
Absence Detail		Partial Days		Additional Information		Override		Process		Forecast		Comments		Demographic		FFY			
Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Balance	Original Begin Date	Entry Source	Status	Void					
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>		New	<input type="checkbox"/>	<input type="button" value="+"/>				

Step 2 -> Find and select “Config Decimal 1” and “Config Decimal 2” and use the up arrow to move them below “Empl Record”. Scroll to the bottom and click “OK”.



Step 3 -> Click on the “+” button to the right to add more rows if entering more than one employee.

Absence Requests Personalize | Find | View All | First 1 of 1 Last

Absence Detail		Partial Days		Additional Information		Override		Process		Forecast		Comments		Demographic		
Select	*Employee ID	Name	Empl Record	Config Decimal 1	Config Decimal 2	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Balance	Original Begin Date	Entry Source	Status	Void
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 4 -> Determine the number of additional rows you would like to add and click "OK". It is recommended not to exceed 20 rows at a time or forecasting will take longer.

wi.gov needs some information

Script Prompt:
Enter number of rows to add:

Step 5 -> Complete the election entries:

Use the following checklist to avoid receiving an ineligible message:

- Make sure the elections entered do not exceed the Sabbatical Eligible amounts.
- Make sure the total amount elected does not exceed the current vacation balance shown on the page.
- Key entries in whole hours.
- Use the correct Begin/Start Date.

Absence Requests Personalize | Find | View All | First 1 of 1 Last

Absence Detail		Partial Days		Additional Information		Override		Process		Forecast		Comments		Demographic		
Select	*Employee ID	Name	Empl Record	Job Title	Config Decimal 1	Config Decimal 2	*Start Date	*End Date	*Absence Name	Reason	Duration	Balance	Original Begin Date	Entry Source	Status	Void
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Enter the employee's Empl ID & Empl Record. The Name and Job Title will automatically fill in.
2. Config Decimal 1 = Total election hours (both sabbatical *and* cash)
3. Config Decimal 2 = Cash election hours (left blank if no cash election)
4. Start Date *must* be 12/18/2021 (end of PP26).
5. Select "Sabbatical Election" for the Absence Name. The current (vacation) balance will automatically fill in.

Step 6 -> Once all the elections are entered for employees in these newly created rows, click "Select All" at the bottom left corner:

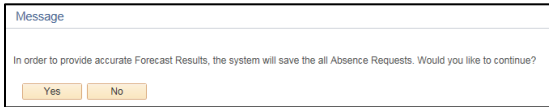
Absence Requests Personalize | Find | View All | First 1 of 1 Last

Absence Detail		Partial Days		Additional Information		Override		Process		Forecast		Comments		Demographic		
Select	*Employee ID	Name	Empl Record	Config Decimal 1	Config Decimal 2	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Balance	Original Begin Date	Entry Source	Status	Void
<input checked="" type="checkbox"/>	1000	...	0	80.000000	40.000000	...	12/10/2016	12/10/2016	Sabbatical I		0 Hours	142.25 Hours	12/10/2016			
<input checked="" type="checkbox"/>	1000	...	0	40.000000		...	12/10/2016	12/10/2016	Sabbatical I		0 Hours	153.00 Hours				
<input checked="" type="checkbox"/>	1000	...	0	13.000000		...	12/10/2016	12/10/2016	Sabbatical I		0 Hours	32.63 Hours				
<input checked="" type="checkbox"/>	1000	...	0	20.000000		...	12/10/2016	12/10/2016	Sabbatical I		0 Hours	20.00 Hours				
<input checked="" type="checkbox"/>	1000	...	0	73.000000	40.000000	...	12/10/2016	12/10/2016	Sabbatical I		0 Hours	131.50 Hours				
<input checked="" type="checkbox"/>	1000	...	0	35.080000		...	12/10/2016	12/10/2016	Sabbatical I		16 Hours	35.08 Hours				
<input checked="" type="checkbox"/>	1000	...	0	80.000000	40.000000	...	12/10/2016	12/10/2016	Sabbatical I		0 Hours	162.00 Hours				
<input checked="" type="checkbox"/>	1000	...	0	40.000000		...	12/10/2016	12/10/2016	Sabbatical I		24 Hours	64.50 Hours				
<input checked="" type="checkbox"/>	1000	...	0	36.000000		...	12/10/2016	12/10/2016	Sabbatical I		0 Hours	36.00 Hours				
<input checked="" type="checkbox"/>	1000	...	0	40.000000		...	12/10/2016	12/10/2016	Sabbatical I		0 Hours	101.75 Hours				

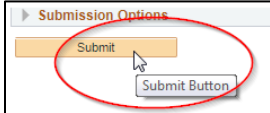
Step 7 -> Once all employees have a check in the Select box, click the “Forecast” button at the bottom of the page.



- Click “Yes” on this pop-up:



Step 8 -> Submit all forecasted elections by clicking “Select All” again and clicking the “Submit” button at the bottom of the page.



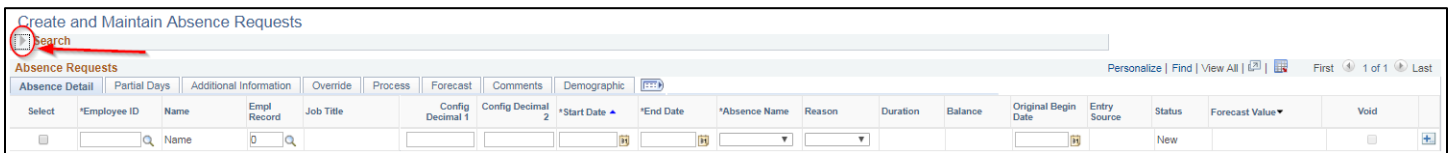
All elections should be Eligible and Approved. If they are not, see “[Reviewing Ineligible Sabbatical Elections](#)” for troubleshooting.

CHANGING SABBATICAL ELECTIONS AFTER THE ESS PERIOD HAS CLOSED

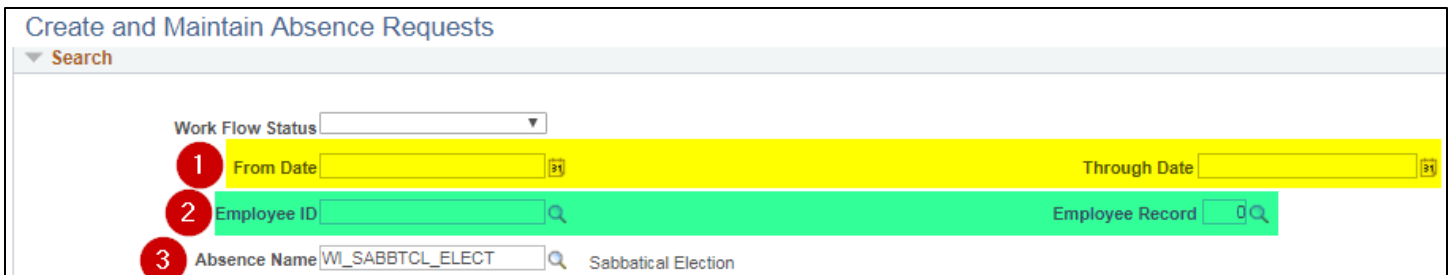
Use Create and Maintain Absences screen:

Navigation: **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences**

Step 1 -> Expand the search area by clicking the arrow in front of the word Search:



Step 2 -> Complete the search parameters:



1. Enter the valid sabbatical election date in both the “From Date” and “Through Date” , which is 12/18/2021.
2. Enter the Employee ID and Employee Record you wish to change
3. Select WI_SABBTCL_ELECT for the “Absence Name”

Step 3 -> **Change Decimal 1** (Total election hours (both sabbatical *and* cash) and/or **Config Decimal 2** (Cash election hours {left blank if no cash election}) as appropriate.

Absence Requests													
Absence Detail Partial Days Additional Information Override Process Forecast Comments Demographic													
Select	*Employee ID	Name	Empl Record	Job Title	Config Decimal 1	Config Decimal 2	*Start Date	*End Date	*Absence Name	Reason	Duration	Balance	Original Begin Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	96.000000	32.000000	12/08/2018	12/08/2018	Sabbatical i		0 Hours	94.28 Hours	12/08/2018

Step 4 -> Once you have your change(s) keyed, click the “Select” box to the left of the employee:

Absence Requests												
Absence Detail		Partial Days	Additional Information		Override	Process	Forecast	Comments	Demographic			
Select	*Employee ID	Name	Empl Record	Job Title	Config Decimal 1	Config Decimal 2	*Start Date ▲	*End Date	*Absence Name	Reason	Duration	Balance
<input checked="" type="checkbox"/>	<div><div></div><div></div><div></div></div> <div></div>	<div><div></div><div></div><div></div></div> <div></div>	<div><div></div><div></div><div></div></div> <div>0</div>	<div><div></div><div></div><div></div></div> <div></div>	<div><div></div><div></div><div></div></div> <div>94</div>	<div><div></div><div></div><div></div></div> <div>32.000000</div>	<div><div></div><div></div><div></div></div> <div>12/08/2018</div> <div>31</div>	<div><div></div><div></div><div></div></div> <div>12/08/2018</div> <div>31</div>	<div><div></div><div></div><div></div></div> <div>Sabbatical</div> <div>1</div>	<div><div></div><div></div><div></div></div> <div></div>	<div><div></div><div></div><div></div></div> <div>0 Hours</div>	<div><div></div><div></div><div></div></div> <div>94.28 Hours</div>

Step 5 -> Click the "Forecast" button at the bottom of the page.

Submission Options

Submit Forecast Forecast Button

- Click "Yes" on this pop-up:

Message

In order to provide accurate Forecast Results, the system will save the all Absence Requests. Would you like to continue?

Yes No

Step 6 -> Click the "Select" box to the left of the employee again and click the "Submit" button at the bottom of the page.

Submission Options

Submit Submit Button

The election should be Eligible and Approved. If it is not, see "[Reviewing Sabbatical Elections](#)" for troubleshooting.

REVIEWING INELIGIBLE SABBATICAL ELECTIONS

Use Create and Maintain Absences screen:

Navigation: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences

Once forecasting is complete, select the Forecast tab to see the Forecast Values.

Absence Requests												
Absence Detail		Partial Days	Additional Information		Override	Process	Forecast	Comments	Demographic			
Select	*Employee ID	Name	Empl Record	Job Title		Balance	Forecast Value	Forecast Date Time	Forecast Message			
<input type="checkbox"/>	1000		0			142.25 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!			
<input type="checkbox"/>	1000		0			153.00 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!			
<input type="checkbox"/>	1000		0			32.63 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!			
<input type="checkbox"/>	1000		0			20.00 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!			
<input type="checkbox"/>	1000		0			131.50 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!			
<input type="checkbox"/>	1000		0			35.08 Hours	INELIGIBLE	11/04/2016 11:11AM	Completed Successfully!			
<input type="checkbox"/>	1000		0			162.00 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!			
<input type="checkbox"/>	1000		0			64.50 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!			
<input type="checkbox"/>	1000		0			36.00 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!			
<input type="checkbox"/>	1000		0			101.75 Hours	ELIGIBLE	11/04/2016 11:11AM	Completed Successfully!			

Example 1, Using Whole Hours

Although this employee's current vacation balance is 35.08 the report accurately shows 35.00 whole hours, and we are forecasting based on the Sabbatical Eligible amounts. You can fix this by changing the election to 35.00 and re-forecasting.

Absence Forecast Results

Absence Take Element

WI_SABBTCL_ELECT

Absence Type

SBBEL

Forecast Value

INELIGIBLE

Begin Date

12/10/2016

End Date

12/10/2016

Forecast Date Time

11/04/2016 11:19AM

Absence Forecast Result Details

Personalize | Find | View All | First 1-6 of 6 Last

Forecast Results

Accumulator Results

User Keys 1-3

User Keys 4-6

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
WI_SABBTCL_ELECT	EVT CONFIG1 DC	SystemElem	35.080000	These are the values that we entered	
WI_SABBTCL_ELECT	EVT CONFIG2 DC	SystemElem	0.000000		
WI_SABBTCL_ELECT	WI SABB MAX TOTAL	Variable	35.000000	These are the values from the report	
WI_SABBTCL_ELECT	WI SABB MAX CASH	Variable	0.000000		
WI_SABBTCL_ELECT	WI_VAC_BAL	Variable	35.080000	Current vacation balance	
WI_SABBTCL_ELECT	WI SABB FORE FM	Formula	0.000000	INELIGIBLE	

Example 2, Sabbatical Eligible amount more than current vacation balance

Although the Sabbatical Eligible amount is 31 hours, the current vacation balance is now only 5.25 hours. You can fix this by changing the election to 5.00 and re-forecasting.

Absence Forecast Results

Absence Take Element

WI_SABBTCL_ELECT

Begin Date

12/08/2018

Absence Type

SABB_ELEC

End Date

12/08/2018

Forecast Value

INELIGIBLE

Forecast Date Time

12/10/2018 9:47AM

Absence Forecast Result Details

Personalize | Find | View All |

First 1-6 of 6 Last

Forecast Results

Accumulator Results

User Keys 1-3

User Keys 4-6

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
WI_SABBTCL_ELECT	WI SABB MAX TOTAL	Variable	31.000000	Sabbatical Eligibility from Table	
WI_SABBTCL_ELECT	EVT CONFIG1 DC	SystemElem	15.000000	Sabbatical Election keyed	
WI_SABBTCL_ELECT	WI SABB MAX CASH	Variable	0.000000		
WI_SABBTCL_ELECT	EVT CONFIG2 DC	SystemElem	0.000000		
WI_SABBTCL_ELECT	WI PREV VAC BAL	Variable	5.250000	Current Vacation Balance	
WI_SABBTCL_ELECT	WI SABB FORE FM	Formula	0.000000	INELIGIBLE	

Example 3, Vacation swap

Although the current vacation balance is 30.69 hours the Sabbatical Eligible amount is 26 hours. You can fix this by requesting a change to the Sabbatical Eligibility amount using the Sabbatical Eligibility Change Request. Once the update has been made to the amount then re-forecasting the current election.

Absence Forecast Results

Absence Take Element

WI_SABBTCL_ELECT

Begin Date

12/08/2018

Absence Type

SABB_ELEC

End Date

12/08/2018

Forecast Value

INELIGIBLE

Forecast Date Time

12/14/2018 11:28AM

Absence Forecast Result Details

Forecast Results

Accumulator Results


User Keys 1-3

User Keys 4-6

Personalize | Find | View All | First 1-6 of 6 Last

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
WI_SABBTCL_ELECT	WI SABB MAX TOTAL	Variable	26.000000	Sabbatical Eligibility from Table	
WI_SABBTCL_ELECT	EVT CONFIG1 DC	SystemElem	30.000000	Sabbatical Election keyed	
WI_SABBTCL_ELECT	WI SABB MAX CASH	Variable	26.000000	Cash Eligibility from Table	
WI_SABBTCL_ELECT	EVT CONFIG2 DC	SystemElem	0.000000	Cash Election keyed	
WI_SABBTCL_ELECT	WI PREV VAC BAL	Variable	30.690000	Current Vacation Balance	
WI_SABBTCL_ELECT	WI SABB FORE FM	Formula	0.000000	INELIGIBLE	

Go back to the Create and Maintain Absences page to fix the election and re-forecast for the employees that were originally "Ineligible" (just check the select box in front of each of their names before re-forecasting). Once all Forecast Values are "Eligible" then you can "Select All" again and click "Submit" at the bottom of the page. This will flip the status from Saved to Approved.

Absence Requests															Personalize Find View 5 		
Absence Detail		Partial Days	Additional Information		Override	Process	Forecast	Comments	Demographic	PPD							
Select	Employee ID	Name	Empl Record	Config Decimals	Config Decimals	Job Title	*Start Date	*End Date	Original Begin Date	*Absence Name	Reason	Duration	Balance	Entry Source	Status		
<input type="checkbox"/>	100010001	Barbara Smith	0	80.000000	40.000000	Administrative Assistant	12/10/2016	12/10/2016	12/10/2016	Sabbatical		0 Hours	142.25 Hours	Administrative Assistant Absence Event	Approved		
<input type="checkbox"/>	100010002	Christine Morgan	0	40.000000		Administrative Assistant	12/10/2016	12/10/2016	12/10/2016	Sabbatical		0 Hours	153.00 Hours	Administrative Assistant Absence Event	Approved		
<input type="checkbox"/>	100010003	David Adams	0	13.000000		Administrative Assistant	12/10/2016	12/10/2016	12/10/2016	Sabbatical		0 Hours	32.63 Hours	Administrative Assistant Absence Event	Approved		
<input type="checkbox"/>	100010004	Barbara Brown	0	20.000000		Administrative Assistant	12/10/2016	12/10/2016	12/10/2016	Sabbatical		0 Hours	20.00 Hours	Administrative Assistant Absence Event	Approved		
<input type="checkbox"/>	100010005	Jeffrey Johnson	0	73.000000	40.000000	Administrative Assistant	12/10/2016	12/10/2016	12/10/2016	Sabbatical		0 Hours	131.50 Hours	Administrative Assistant Absence Event	Approved		
<input type="checkbox"/>	100010006	Barbara Smith	0	35.000000		Administrative Assistant	12/10/2016	12/10/2016	12/10/2016	Sabbatical		16 Hours	35.08 Hours	Administrative Assistant Absence Event	Approved		
<input type="checkbox"/>	100010007	Barbara Smith	0	80.000000	40.000000	Administrative Assistant	12/10/2016	12/10/2016	12/10/2016	Sabbatical		0 Hours	162.00 Hours	Administrative Assistant Absence Event	Approved		
<input type="checkbox"/>	100010008	Barbara Smith	0	40.000000		Administrative Assistant	12/10/2016	12/10/2016	12/10/2016	Sabbatical		24 Hours	64.50 Hours	Administrative Assistant Absence Event	Approved		
<input type="checkbox"/>	100010009	Barbara Smith	0	36.000000		Administrative Assistant	12/10/2016	12/10/2016	12/10/2016	Sabbatical		0 Hours	36.00 Hours	Administrative Assistant Absence Event	Approved		
<input type="checkbox"/>	100010010	Barbara Smith	0	40.000000		Administrative Assistant	12/10/2016	12/10/2016	12/10/2016	Sabbatical		0 Hours	101.75 Hours	Administrative Assistant Absence Event	Approved		

Troubleshooting

- If you find that the status becomes Submitted instead of Approved...delete the entry and start over.
- If you get an error about their schedule (and their schedule is correct) request DOA Central Payroll to make the entry through the Absence Event page instead of the Create and Maintain Absences screen.

You will find Config Decimal 1 and Config Decimal 2 under the Detail link.

Absence Event

Absence Event Input Detail

Absence Take: WI_SABBTCL_ELECT

Absence Reason:

Absence Type: Sabbatical Election

Event Priority: 500

Last Updated:

Process Status: Not Processed

Calendar Group ID:

Process Date:

First Processed Date:

Entry Source: Administrator Absence Event

Workflow Status: Needs Approval

*Process Action: Normal

Voided Indicator: ☐

Manager Approved: ☒

Absence Begin / End Data

*Begin Date: 12/09/2017

End Date: 12/09/2017

Original Begin Date: 12/09/2017

Partial Days: None

User Defined Fields

User Defined Fields 1

Date 1:

Character 1:

Monetary 1:

Currency 1:

Decimal 1: SABB + CASH

User Defined Fields 2

Date 2:

Character 2:

Monetary 2:

Decimal 2: CASH

REQUESTING A SABBATICAL ELECTION AFTER THE LAST PAY PERIOD OF THE YEAR HAS CONFIRMED

Any Adds/Changes/Deletes needed for a sabbatical election is keyed in the same manner as entering it before PP26 absence confirmed. We never want to do manual adjustments for sabbatical elections. On the Create and Maintain screen, for the Start Date, use the last day of the final pay period of the calendar year. For 2021 this is pay period 2021B26 with an End Date of 12/18/2021.

If you find that a cash payment election was missed or keyed incorrectly, please make the correction on the Create and Maintain screen and submit an off-cycle request to the DOACentralPayroll@wisconsin.gov.

Late cash payment elections processed by the Agency Payroll will be paid and taxed in the calendar year the election is processed.

SABBATICAL AND CASHOUT ELIGIBILITY

All Employees (excluding State Patrol Troopers and Inspectors)

The number of hours available for use in the following categories shall be prorated at the pertinent annual leave rate or rates for employees who work less than 2080 hours during the calendar year.

520 HR. SICK LEAVE ACCUMULATION*

- This includes all employees on the leave accounting system who had in a previous year or have a balance of 520 hours of sick leave accrued at the end of the October B pay period.
- These employees are eligible to put a maximum of 40 hours into their sabbatical account.

160, 176 or 184 HR. VACATION RATE

- FLSA nonexempt with 10 or more years of service
- FLSA exempt with 5 or more years of service
- These employees are eligible to put a maximum of 40 hours into their sabbatical account.

200 HR. VACATION RATE

- FLSA nonexempt with 20 or more years of service
- FLSA exempt with 15 or more years of service
- These employees are eligible to put a maximum of 80 hours in their sabbatical account or split the 80 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

216 HR. VACATION RATE

- FLSA nonexempt with 25 or more years of service
- FLSA exempt with 20 or more years of service
- These employees are eligible to put a maximum of 120 hours in their sabbatical account or split the 120 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

Years of service	104 Hour Schedule		120 Hour Schedule	
	Non-exempt		Exempt	
	Eligible Vacation	Elig Sabb Hrs/cash	Eligible Vacation	Elig Sabb Hrs/cash
1-5	104	40* / 0	120	40* / 0
5+ - 10	144	40* / 0	160	40 / 0
10+ - 15	160	40 / 0	176	40 / 0
15+ - 20	184	40 / 0	200	80 / 40
20+ - 25	200	80 / 40	216	120 / 40
25+	216	120 / 40		

*Must have accumulated 520 hours of sick leave by the end of the October B pay period to be eligible for this category.

State Patrol Troopers and Inspectors “Grandfathered”

Per contract, the eligibility for BU 63 is based on a combination of seniority and sick leave accumulation. Once an employee has reached the criteria for a higher level (years of service and sick leave accumulation) their “Grandfathered” Sick Balance shown (in HCM on the Results by Calendar Group screen, WI SABBICK BAL field) will not be reduced to a lower level even if they drop below the sick leave hour requirement for that level.

The number of hours available for use in the following categories shall be prorated at the pertinent annual leave rate or rates for employees who work less than 2080 hours during the calendar year.

520 HR. SICK LEAVE ACCUMULATION

This includes all employees on the leave accounting system who had in a previous year or have a balance of 520 hours of sick leave accrued at the end of the October B pay period.

- These employees are eligible to put a maximum of 40 hours into their sabbatical account.

144 HR. VACATION RATE - Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 5+ years of service. Their eligibility is tied to the number of hours they have accumulated of sick leave as of the October B pay period each year.

- These employees are not eligible for term/sabbatical until they have a minimum of 520 hours of sick leave as of the October “B” pay period when sabbatical eligibility is determined.
- These employees with at least 520 hours of sick leave are eligible to put a maximum of 40 hours in their sabbatical account or split the 40 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

160 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 10+ years of service. Their eligibility is tied to the number of hours they have accumulated of sick leave as of the October B pay period each year.

- These employees are not eligible for sabbatical until they have a minimum of 520 hours of sick leave as of the October “B” pay period when sabbatical eligibility is determined.
- These employees with at least 520 but less than 728 hours of sick leave are eligible to put a maximum of 40 hours in their sabbatical account or split the 40 hours between sabbatical and cash payment with cash being a maximum of 40 hours.
- These employees with at least 728 hours of sick leave are eligible to put a maximum of 60 hours in their sabbatical account or split the 60 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

184 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 15+ years of service. Their eligibility is tied to the number of hours they have accumulated of sick leave as of the October B pay period each year.

- These employees are not eligible for sabbatical until they have a minimum of 520 hours of sick leave as of the October “B” pay period when sabbatical eligibility is determined.
- These employees with at least 520 but less than 728 hours of sick leave are eligible to put a maximum of 40 hours in their sabbatical account or split the 40 hours between sabbatical and cash payment with cash being a maximum of 40 hours.
- These employees with at least 728 but less than 1040 hours of sick leave are eligible to put a maximum of 60 hours in their sabbatical account or split the 60 hours between sabbatical and cash payment with cash being a maximum of 40 hours.
- These employees with at least 1040 hours of sick leave are eligible to put a maximum of 80 hours in their sabbatical account or split the 80 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

200 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 20+ years of service. Their eligibility at this vacation rate is no longer dependent on sick leave hours.

- These employees are eligible to put a maximum of 80 hours in their sabbatical account or split the 80 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

216 HR VACATION RATE – Dependent on Sick Leave Accumulation

They earn vacation on the 104 Hour Schedule and have 25+ years of service. Their eligibility at this vacation rate is no longer dependent on sick leave hours.

- These employees are eligible to put a maximum of 120 hours in their sabbatical account or split the 120 hours between sabbatical and cash payment with cash being a maximum of 40 hours.

SICK LEAVE DEPENDENT SCHEDULE					
B/U 63 State Patrol Trooper Series & State Patrol Inspector Series					
Years of Service	Eligible Vacation	< 520 sick lv hrs	520 - 727 sick lv hrs	728 - 1039 sick lv hrs	> 1039 sick lv hrs
		Elig Hrs	Elig Hrs	Elig Hrs	Elig Hrs
1-5	104	0/0	40/0	Not elig for > 40/0	Not elig for > 40/0
5+ - 10	144	0/0	40/40	Not elig for > 40/40	Not elig for > 40/40
10+ - 15	160	0/0	40/40	60/40	Not elig for > 60/40
15+ - 20	184	0/0	40/40	60/40	80/40
20+ - 25	200	80/40	80/40	80/40	80/40
25+	216	120/40	120/40	120/40	120/40


References: Comp Plan Section K 3.01


230.35 (1p)


ER 18.02(5)


QUERIES

WI_ABS_SABB_PRELIM_ELIG - Sabbatical Eligibility Prelim

*Job As Of Date 

Unit (Put % for All or Pick 1) 

Dept ID (Put %forAll or Pick1) 

Empl ID (Put %forAll or Pick1) 

[View Results](#)

This query is updated after each payroll confirm and can be run year-round. Job As Of Date is the last end date of the pay period that has been confirmed.

The 2021 Sabbatical Eligibility Report has been finalized as of 10/9/2021. Use the date indicated to the left. We will not be updating this report until 2022B03.

WI_ABS_SABB_FINAL_ELIG - Final Sabbatical Eligibility

*Last PPofYr EndDate(ex2021B26) 

*Oct B PP End Date (ex 2021B21) 

Oct B Cal Group (ex: 2021B21) 

Bus Unit (% for All or Pick 1) 

Dept ID (% for All or Pick 1) 

Empl ID (% for All or Pick 1) 

[View Results](#)

This query is updated and finalized after the October B pay period each year.

The 2021 Sabbatical Eligibility Report has been finalized as of 10/9/2021. Use the dates indicated to the left.

You will note there is two columns: LWOP and WC-LWOP. These are listed separately because they are 2 different buckets in the system. Simply add the totals together.

WI_ABS_SABBATICAL_ELECTIONS - Sabbatical Elections

Dept ID (Put %forAll or Pick1) 

Empl ID (Put %forAll or Pick1) 


Year


[View Results](#)

This query shows all employee that have made an election.

WI_ABS_SABBATICAL_NO_ELECTION - Sabbatical Election not made

Year

Dept ID (% for All or Pick 1) 

Empl ID (% for All or Pick 1) 

[View Results](#)

This query shows all eligible employees that have not made an election.